

CHAPTER 2

RELIGIOUS MINISTRIES IN THE NAVY

The constitution guarantees all Americans the opportunity for the free exercise of religion. To meet this guarantee, the Navy must provide all of its members the opportunity to worship in their chosen faith. The Navy is a unique institution wherein traditional models of parochial ministry are not always possible or appropriate; therefore, ministry in the Navy is an institutional ministry. The Command Religious Program must be designed to meet the unique needs of Navy personnel in a variety of settings.

INSTITUTIONAL MINISTRY VERSUS PAROCHIAL MINISTRY

Various differences may be noted in institutional and parochial ministry as outlined in the following paragraphs.

- **Call versus contract**—The establishment of a church in the public sector is most often in response to a “spiritual calling” upon a group of believers. Many of these churches will “call” a pastor. The fact that a Navy chaplain is a member of the clergy presupposes that all chaplains have received a “call to ministry”; however, a chaplain’s relationship to the Navy is based on a contract.

- **Faith group accountability**—Both parochial and institutional ministries are accountable to their particular faith group or denomination for ministry. Chaplains receive an ecclesiastical endorsement from their faith group. In the public sector, the church, denomination, or faith group endorses or ordains the minister, rabbi, or priest.

- **Ministry**—Public ministry is parochial (local) and is designed to meet the needs of the local congregation. Ministry in the Navy is both global and plural and is designed to meet the needs of all assigned personnel and their families.

- **Church government in the public sector versus religious ministry management in the Navy**—Public churches are governed primarily by their denomination, church headquarters, diocese, or synod (polity); church structure; or church constitution and bylaws. In several denominations, churches operate autonomously. Local churches may cooperate in certain mission endeavors. Such cooperation may be local, state, national, or international in scope. In the Navy, a local church structure does not exist. There are no deacons, elders, bishops, trustees, presbyters, pastors, or even members at government-owned facilities used as chapels. Navy chaplains are responsible to their denomination or faith group, but are commissioned officers guided by statutes and Navy directives. Professionally, RPs should remain pluralistic in their outlook regarding ministry in the Navy, even though they have personal religious viewpoints which they express privately.

- **Ministry responsibility**—In civilian churches, ministers are responsible to the governing body of the church for ministry. Navy chaplains are responsible to the endorsing denominational affiliate, the commanding officer, Congress, and the taxpayer for ministry.

- **Congregational funding versus congressional funding**—In the civilian sector, local churches conduct operations funded by donations from the congregation. In order to separate church and state, laws dictate that civilian churches cannot be supported by any tax revenue. However, since ministry in the Navy is a responsibility of the command, it is funded entirely by Congress.

- **Personnel support in the civilian church versus personnel support in the Navy**—Civilian churches usually elect or appoint a pastor, minister, rabbi, or priest and a staff who are acceptable to the church membership and who are

obliged to meet the mission of the church. In the Navy, a roster is maintained of chaplains who are acceptable to the government. Chaplains are required to meet the mission of the command as a part of the naval service.

COMMAND RELIGIOUS PROGRAMS ASHORE

A Command Religious Program ashore will vary from a civilian parish model in the following ways.

- The Command Religious Program has no parochial membership as in civilian churches.

- Rather than meeting the needs of only one faith group, as in civilian churches, the Command Religious Program must meet the needs of all assigned personnel, regardless of their faith group.

- Command mission, watch bills, work schedules, or other factors may necessitate scheduling worship outside the traditional times for worship that are observed in the public sector. For example, at a naval air station a flight line crew may have worship services conducted during a lull in operations (between flight preparations); or because of operations, marines in the field may need to have worship services on Tuesday instead of Sunday. In other words, the Command Religious Program should not be limited by rigid confinement to a certain time and place, but creative planning will be necessary in order to provide religious services and programs for all members who desire them.

COMMAND RELIGIOUS PROGRAMS ABOARD SHIP

It is expected that those personnel who are serving aboard naval vessels will have religious programs made available on a regular basis as command operations permit. A variety of arrangements have been made to ensure that naval personnel aboard ship are afforded the right to the ministrations of their religion, including provisions for the sacraments and ordinances of their faith group. Chaplains are assigned to specific ships and squadrons to provide this ministry. When operations permit, the chaplain may also be transported to other ships to conduct worship services. Chaplains may also provide for

services for members of other faiths by supervising lay reader programs. The Department of the Navy is now assigning RPs to all ships with chaplains to provide professional support in the areas of religious programming and administration. Special kits containing prayer books, recorded sacred music, and other equipment have been developed to support the Command Religious Program at sea. The leading RP must ensure that this kit is fully stocked at all times.

PLANNED MINISTRY OBJECTIVES (PMO)

An area of involvement in the Command Religious Program by the RP staff, and particularly the leading RP, is assisting the command chaplain in the development of the Planned Ministry Objectives (PMO) report. OPNAVINST 1730.1A states that the PMO report should be developed in detail for the budget year and out years and that it should be forwarded via the chain of command to the cognizant claimant staff chaplain for guidance. Important considerations, such as budget, manpower allocations, watch bills, morale, mobilization plans, and operations, may be affected by, and impact on, a detailed PMO report.

The PMO report must establish objectives for ministry that meet the religious needs of all assigned personnel and their dependents. When practical, the objectives should include, but not necessarily be limited to, the following services.

DIVINE SERVICES

The planned ministry objectives report should include arrangements for divine services each sabbath and may include details for divine services daily. The leading RP should submit a duty roster to the command chaplain to provide personnel support for the preparation of chapel spaces for these services. Large shore installations provide a full schedule of services on Sundays and weekdays. This enables command personnel to attend the service of their choice. Large shore installations normally have a minimum of two chaplains assigned, one of which is likely to be a Roman Catholic priest. Chaplains conduct public worship according to the manner and form of their own particular faith group. They may wear the vestments of their own liturgical tradition as appropriate. Personnel are encouraged to

attend services in the communities near the installation when their particular faith group is not represented aboard the command; or the commanding officer may invite a civilian member of the clergy to conduct services on the station to meet the needs of these individuals; or lay reader programs may be authorized.

SPECIAL RELIGIOUS SERVICES

Occasionally the use of command chapel facilities may be authorized for special religious services, such as weddings, special memorial services, or funerals. When these events are planned in advance, they can be given both financial support by the appropriated fund and personnel support by the chaplain and RP staff. If some types of services cannot be planned in advance, such as a funeral service or a special memorial service, many details may need to be attended to quickly, and normal office routine may be interrupted. For example, based on previous similar experiences, the leading RP may need to assign all RPs to certain duties on short notice or call personnel back from leave or liberty. The exact cost of these special services cannot be calculated ahead of time; therefore, the amount budgeted should be based on the average amount of money required for these services in previous years.

SEASONAL RELIGIOUS SERVICES

Seasonal religious services, such as Yom Kippur, Passover, Holy Days of Obligation, Lent, Advent, and Christmas, should be planned well in advance. Watch bills, leave schedules, budgets, and other planning are all affected by seasonal religious services.

RELIGIOUS LITERATURE PROGRAM

The religious literature program is a very valuable part of the Command Religious Program. The literature provided should be monitored by the chaplain and Religious Program Specialists to ensure that the types of books, pamphlets, and tracts supplied are meeting the desires and needs of the people. Decisions and plans involving life, religious faith, career, finances, marriage, or personal relationships are often influenced by something an individual reads at the time he or she is trying to determine the proper course of action. The religious literature

program can be helpful and effective only if it meets the needs of all of the people it serves. The following procedures should be employed to make the religious literature program more effective.

- Offer a variety of material in strategic places, such as Navy Exchange bulletin boards, literature racks in work spaces, lounge areas, passageways, and waiting areas at hospitals and clinics.

- Change the material often. Make sure that the material displays are well organized and appealing to the eyes.

- Monitor supply and usage so that money will not be spent on materials that will not be used.

- Provide a system whereby personnel can comment on the type of literature provided. A note box near the literature racks with some type of response form or questionnaire similar to the one in figure 2-1 is an effective method. This will enable individuals to indicate whether the material meets their needs or to request material in other areas of interest to them.

PASTORAL VISITATION

Command-directed pastoral visitation programs should include visits to command personnel in the hospital, in the brig, and to those assigned in the field. The leading RP should assist the chaplain in scheduling these visits so that they effectively support planned military objectives. Flexibility is required, because many times these visits are necessary on short notice; for example, a command member maybe confined to the brig from Captain's Mast, or a command member may be involved in an automobile accident and be hospitalized for treatment. The chaplain may schedule blocks of time on a regular basis, specifically for visiting the work space or for visiting personnel in the hospital or brig.

PASTORAL COUNSELING

The chaplain is concerned with the well-being of all command personnel and their families and is available to counsel and advise individuals on religious, personal, and morale matters as well as other areas of concern. In the performance of their duties, chaplains provide counseling to personnel and their families to assist them in times of bereavement, domestic crisis, and when

COMMAND RELIGIOUS PROGRAM QUESTIONNAIRE

NAME _____ RANK/RATE _____ DIV _____ DATE _____

PHONE _____ WORK CENTER _____ LCPO/LPO _____

APPOINTMENTS WITH THE CHAPLAIN CAN BE MADE MON-FRI 0730-1600 EXT 1701.
EMERGENCIES CAN BE SEEN ANY TIME BY CONTACTING THE DUTY CHAPLAIN VIA
THE COMMAND DUTY OFFICER.

AGE GROUP (OPTIONAL): 17-20 21-25 26-30 31-36 37-42
 43-50 51-55 56-60 61-OVER

DO YOU FEEL THE COMMAND RELIGIOUS PROGRAM IS MEETING YOUR NEEDS?

DO YOU HAVE ANY SUGGESTIONS TO OFFER WHICH YOU FEEL WOULD IMPROVE THE
COMMAND RELIGIOUS PROGRAM?

WHICH PART(S) OF THE COMMAND RELIGIOUS PROGRAM DO YOU FEEL SHOULD
RECEIVE MORE EMPHASIS?

WHICH LESS EMPHASIS?

ARE THERE AREAS OF THE COMMAND RELIGIOUS PROGRAM WHERE YOU WOULD
VOLUNTEER TO DONATE YOUR TIME AND TALENT?

CHOIR	NURSERY	CHAPEL COUNCIL
ORGAN	USHER	SUNDAY SCHOOL TEACHER
PIANO	RECREATION COMMITTEE	CHURCH SCHOOL WORKER
RELIGIOUS EDUCATION INSTRUCTOR:		PROTESTANT CURRICULUM
		JEWISH CURRICULUM
OTHER: _____		ROMAN CATHOLIC CURRICULUM
		OTHER CURRICULUM

RESPONSE TO LITERATURE READ HELPS US KEEP THE LITERATURE PROGRAM AS A
VIABLE ELEMENT OF MINISTRY. IF YOU WOULD LIKE TO RESPOND, PLEASE DO
SO IN THE SPACES BELOW.

TITLE OF LITERATURE: _____

WOULD YOU LIKE TO SPEAK WITH THE CHAPLAIN CONCERNING THE LITERATURE?

WOULD YOU LIKE FOR THE CHAPLAIN TO VISIT YOU AND YOUR FAMILY IN YOUR
HOME?

IF SO, PLEASE PHONE THE OFFICE, EXT 1701, FOR AN APPOINTMENT.

Figure 2-1.—Command Religious Program Questionnaire.

religious guidance is requested. The chaplain also maintains liaison with social, religious, health, and welfare agencies in the community. The chaplain refers personnel to those agencies or to other sources of help when requested by military personnel and their families. Therefore, it is imperative that the RP maintain a current listing of resource agencies so that up-to-date referral information is always available to the chaplain.

ADDITIONAL PROGRAMS OF RELIGIOUS MINISTRY

Whenever feasible, the scope of religious ministry may be expanded to include additional programs, such as retreats, musical productions, marriage enrichment presentations, films, and other special events, to enhance the positive affect of the Command Religious Program. In almost all of these cases, prior planning and programming is possible. The services of guest speakers, musicians, seminar directors, or other support personnel may be required. In some instances, these personnel may be paid for their services. Reimbursement guidelines are provided in SECNAVINST 1730.3.

DUTY WATCHES AND AVAILABILITY PLANS

In an area where a large naval complex is located, such as San Diego, California, or

Norfolk, Virginia, chaplains may be on call on a rotating basis to respond to emergencies. Sometimes 10 or more chaplains may be assigned in one geographical location, and a chaplain may be on call for a week or more at a time. The chaplain on call can usually be reached by contacting the officer of the deck or officer of the day at the installation.

When persons are experiencing a crisis, the RP, division officer, or shipmate may be the first person to receive a call; therefore, it is important to know where the chaplain can be reached at all times. Likewise, any other staff member should be prepared to activate a personnel recall system quickly in an emergency.

PLANNED MINISTRY OBJECTIVES (PMO) SUMMARY

All of the above situations call for a detailed PMO report. All reports should be forwarded in the third quarter of the current year via the chain of command to the cognizant claimant staff chaplain for guidance. The RP staff should play an important role in the development of the ministry objectives and in conducting CRP operations throughout the year.

The daily PMO log sheet shown in figures 2-2 and 2-3 will provide not only a comprehensive work schedule but also a record of manhours expended in support of planned ministry.

DAILY PMO LOG SHEET

NAME _____ POSITION _____ DATE _____

INDICATE DAY OF WEEK:

Mon Tue Wed Thu Fri Sat Sun

(Circle One)

	PROVIDE RELIGIOUS MINISTRY					PROVIDE RELIGIOUS EDUCATION					PROVIDE PASTORAL CARE					PROVIDE LIAISON SERVICES					PROVIDE ADMINISTRATIVE SUPPORT					PROVIDE LOGISTICAL SUPPORT										
	Sabbath Services	Worship Services	Sacramental Acts	General Observance	Weddings	Funerals/Visitation Services	Reliefs	Facilities other faith	Other	Sabbath School/PSD/Jewish	Bible Studies	Adult Instruction	Instruction for Religious Acts	Counseling	Group Counseling	Crisis Intervention	Home-Visitation	Barbers Visitation	Hospital Visitation	Wig Visitation	Other	Marion Red Cross	Casualty Assistance Calls	War Relief Society	Civilian Agencies	Supervision	Planning	Meetings	Correspondence	Training	Interviews	Collateral Duties	Financial Management	Special Management	Maintenance	Visitation Specific
0700																																				
0715																																				
0730																																				
0745																																				
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41.2.1

Figure 2-2.—Daily PMO Log Sheet.

PLANNED MINISTRY OBJECTIVES (PMO) WEEKLY SUMMARY

UNIT _____ Status: Chaplain, RP, Civilian, Other Week of _____
(Circle One) (Inclusive Dates)

Provide Religious Ministry

Sabbath Services
Weekday Worship
Sacramental Acts
Seasonal Observances
Weddings
Funerals/Memorial Services
Retreats
Facilitate other Faiths
Other

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL HOURS	NO.	ATT.

Provide Religious Education

Sunday School/CCD/Jewish
Bible Studies
Adult Instruction
Instruction for Religious Acts

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL HOURS	NO.	ATT.

Provide Pastoral Care

Counseling
Group Counseling
Crisis Intervention
Work-Area Visitation
Quarters Visitation
Hospital Visitation
Brig Visitation
Other

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL HOURS	NO.

41.3.1

Figure 2-3.—Planned Ministry Objectives (PMO) Weekly Summary.

PLANNED MINISTRY OBJECTIVES (PMO) WEEKLY SUMMARY
(CONTINUED)

Provide Liaison Services

American Red Cross
Casualty Assistance Calls
Navy Relief Society
Civilian Agencies

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL HOURS

Provide Administrative Support

Supervision
Planning
Meetings
Correspondence
Training
Interviews
Collateral Duties

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL HOURS

Provide Logistical Support

Financial Management
Supplies Management
Maintenance

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL HOURS

Mission Specific

Mission Specific

MON	TUE	WED	THU	FRI	SAT	SUN	TOTAL HOURS

REMARKS/SUMMARY

41.3.2

Figure 2-3.-Planned Ministry Objectives (PMO) Weekly Summary—Continued.

